



# CITY OF SAN ANTONIO

## DEPARTMENT OF DEVELOPMENT SERVICES

TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 112**  
Tent Certificate of Occupancy and Application

DATE: January 31, 2006, *Revised: March 3, 2008*

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The purpose of this information bulletin is to assist you with your temporary use tent project and to advise you as to what regulations and steps are necessary to erect and legally use your tent in the City of San Antonio. Please Note: Applications will need to be submitted at the Development Services Department located at 1901 S. Alamo between the hours of 7:45AM-4:00PM, Monday – Friday.

The Development Services Department (DSD) requires that tents erected for temporary uses comply with Section 35-395 of the Unified Development Code (UDC). The City of San Antonio's Fire Department requires that this type of temporary use also comply with Chapter 24 of the *International Fire Code*. The following are maximum use times and other criteria that apply to tents erected for temporary uses:

A Certificate of Occupancy is required for tents:

- that are of public assembly over 50 people, or
- that exceed 1,200 square feet

Promotional Circuses and Carnivals tents:

- maximum time period is 2 weeks.
- hours of operation shall be limited from 9:00 a.m. to 10:00 p.m.
- site where tent is located shall be a minimum of one (1) acre in size.
- shall not be located within five hundred (500) feet of property used for residential purposes.
- may be permitted in nonresidential zoning districts.

Christmas Tree Sales tents:

- maximum time period is 45 days.
- may be permitted in nonresidential zoning districts.

Religious Meeting tents:

- maximum time period is 30 days.
- may be permitted in nonresidential zoning districts

Tents used for Special Events including but not limited to retail sales, fairs, clinics, receptions, dinners, etc.:

- maximum time period not to exceed 1 week.

**NOTE:** All temporary uses associated with tents shall comply with the noise limitations found in Chapter 21 of the City Code.

Tents that are not temporary and exceed one hundred and twenty (120) square feet will require a building permit. Tents proposed for a longer duration than allowed by the UDC and are considered semi-permanent will require a building permit. It shall be the applicant's responsibility to comply with the *International Building Code* and *International Fire Code* when permits are required.

Certificate of Occupancy and Required Inspections: Prior to erecting a tent, applicants must apply for a Certificate of Occupancy at DSD's offices located at 1901 S. Alamo where they will pay the required \$100 Certificate of Occupancy fee.(Plus surcharge fees) After making application, required inspections will be scheduled by DSD after coordination with the applicant for a date and time after which the tent will have been erected and ready for inspection by building, electrical, fire and health inspectors (if applicable). Open air canopies will not require a fire inspection.

Items to be submitted include:

- site plan showing where the tent will be located on the property
- completed tent certificate of occupancy application

Items to be inspected include:

- tent location to comply with Chp. 24, section 2403.8.2 of the *International Fire Code* (For the purpose of determining required distances, support ropes and guy wires shall be considered part of the tent, canopy or membrane structure)
- occupancy load
- tent shall be fire retardant
- minimum number of means of egress and means of egress widths based on occupancy load
- location of exits
- exit signs
- seating arrangements, passageways and aisle arrangements
- exiting and temporary electrical wiring and/or power generators
- fire extinguishers to be type 2a10bc
- enclosed tents will also require battery operated exit signage and emergency lighting.
- adequately roped, braced, and anchored
- smoking shall not be permitted in tents, canopies or membrane structures

House Keeping

- weeds and flammable vegetation shall be removed to within 20 feet
- hay, straw, trash, and other flammable material must be stored 20 feet from tent or membrane structure
- floor surface- inside and the grounds adjacent to and within 20 feet shall be kept free and clear of combustible waste

**NOTE:** Temporary electrical wiring and/or power generators must comply with the *National Electrical Code* and DSD's **Information Bulletin 113**.

After-hours inspections: Inspections requested after normal business hours will require the after-hours inspection fee of \$100 per discipline for building, electrical and \$123.60 for fire, in addition to the certificate of occupancy fee mentioned above. This fee is paid at the time the applicant pays the Certificate of Occupancy fee.

Standby personnel: When, in the opinion of the Chief Fire Marshal, it is essential for public safety in a tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Should you have any questions on this informational bulletin, please call the Chief Building Inspector at 207-8314 or the Chief Fire Marshal's office at 207-8410.



# CITY OF SAN ANTONIO

Development Services Department  
1901 S. Alamo  
San Antonio, Texas 78204

Telephone Number: (210) 207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

## TENT CERTIFICATE OF OCCUPANCY APPLICATION

Date: \_\_\_\_\_

Permit Address: \_\_\_\_\_ Ste: \_\_\_\_\_ Bldg: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

# of Tents being installed: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: From \_\_\_\_\_ To \_\_\_\_\_

Tent Set Up Date: \_\_\_\_\_ Tent Set Up Time: \_\_\_\_\_

Alcohol beverages to be served?      Yes      No

Food items to be served?      Yes      No

Items Required:

\_\_\_\_\_ Site Plan (Must show location of tent(s) on the property and the distances to all property lines as per section 2403.8.2 of the *International Fire Code*.)

\_\_\_\_\_ Completed Tent C of O Application

This is to certify that I have authorization from the property owner of the above location/address to erect a tent or tents for the above listed event in accordance with the provisions of the code. The above information is true and correct to the best of my knowledge. I also have received copies of Information Bulletin 112 & 113 and understand the inspection process.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Clerk Initials